



Accreditation Symbols and Marks Use Policy

North American Accreditation Bureau (NAAB) understands the importance for companies to display their accreditation symbols and marks and NAAB logo.

Policy for use of the NAAB logo:

The NAAB Accreditation Symbols and Marks Use Policy provides that the symbols and marks and NAAB logo may only be used by the accredited client and only in direct connection with the company's name or company mark of the certified client.

It may not be affixed to the applicant's products or used in relation to applicant's products and/or processes.

Use of the symbols and marks and NAAB logo shall be restricted to the holder of the permission to do so and may not be transferred by the applicant to the third parties without the express permission of the accreditation body.

The NAAB Accreditation symbols and marks and NAAB logo may only be used in the extent of printings or advertising relevant to the accreditation scope addressed in the certificate.

When the symbols and marks and NAAB logo are used in general advertisement, the accreditation scope shall be addressed on it.

The NAAB Accreditation symbols and marks and NAAB logo may only be used in the form provided. The original symbols and marks and NAAB logo may be enlarged or reduced in size, but its size shall not be smaller than 12 mm.

When the accreditation symbols and marks and NAAB logo are used with its copy or printing, the colors of the symbols and marks follows those as shown in the figure in principle and shall be in the same colors.

If the applicant has further questions concerning the use of the accreditation symbols and marks and NAAB logo, he is obliged to get the written approval by NAAB before using them.

Accreditation body or it's member can visit your company.

The symbols and marks and NAAB logo cannot be used on laboratory reports.

The symbols and marks and NAAB logo may be used and is supplied in the form of both electronic and camera-ready artwork (camera-ready upon request).



Accreditation Symbols and Marks Use Policy ISO/IEC 17011:2017 Clause 4.3

The symbols and marks and NAAB logo may be used on the company's website, business cards, and stationary to assist the company is communicating to their customer that they are accredited.

NAAB accreditation symbols and marks and NAAB logo use guidelines are provided along with the accreditation certificate and camera-ready artwork.

Misleading of the accreditation symbols and mark and the NAAB logo:

When either the accreditation symbols and marks or and NAAB logo are misused, a Corrective Action Report (CAR) addressing the corrective action and its deadline will be sent to the applicant.

When the scope is reduced or extended the client will amend the advertisement.

The applicant shall submit the result of the corrective action taken to NAAB within one month from CAR is drawn up.

If the applicant does not take the CAR, NAAB can require corrective action to the applicant in writing.

If the corrective action is not taken within given period, the accreditation can be cancelled upon the decision of NAAB accreditation committee. At this time the certificate shall be returned to NAAB and the publication of the transgression, if necessary, can be taken.

If the applicant uses the accreditation symbols and marks and NAAB logo after its cancellation or suspension, legal action can be taken.

Corrective action:

The result of corrective action taken for non-conformity drawn up in surveillance audit shall be submitted and approved within one month from the date it is drawn up. Otherwise, the accreditation can be suspended.

Even though the accreditation is suspended for the above reason, if it is clear that the applicant does not take the follow-up action for it, the accreditation can be cancelled.

Duties of the applicant

The accreditation shall remain valid for a period of three years. The surveillance audits shall be performed in accordance with the schedule suggested by NAAB during the period.

The applicant is obliged, once the certificate has been awarded, to notify the accreditation body



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of all-important changes to his management system and changes to the company's structure and the organization which have a major influence on the management system.

When the system manual of the applicant is revised, the revised manual shall be submitted to NAAB. The above guide for the use of the accreditation symbols and marks and NAAB logo shall be always complied and subject to legal action on nonconformances.

NAAB may place following information in public domain about your company: name, address, scope, accreditation date, validity.

Signed: *Stephen H. Bullock*

Position: President

Date: January 2, 2019